

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT
AND PLACEMENT

JOB TITLE	SALARY	ISSUE
MATERIAL HANDLING CLERK	\$9.17/HR	12-02-2016
Weber County Library - 20-29 hr/wk - Part-Time - Partial Benefits - Sick-Vacation-Holiday & Retirement Benefits		

Preferred applicants will be bi-lingual (English and Spanish) work flexible hours, including some evenings, weekends, and holidays, to shelve library materials and perform other routine clerical tasks in a variety of settings. Must be proficient in using alphabetical and numerical organizational systems to organize materials and be able to stoop, bend, crawl and lift up to 40 lbs.

Mission: All library employees are hired to assist in the provision of relevant information services to all segments of the community so that individuals can make meaningful decisions in their lives and participate as full-fledged members of our democratic society. Employees are responsible to work to provide an environment of “neutral ground” where all may come together to gain information, to affirm a common good, and to pursue both group and individual goals. That is, library employees are not hired to give government sanction to a set of particular ideas or values, but rather to provide open access to materials representing all points-of-view. In order to accomplish this mission, employees are hired with the understanding that their day-to-day job duties, shift assignments (including evenings, weekends & holidays) and work locations may be modified or changed in order to provide the best information services possible in a hospitable and safe environment. All employees are hired to uphold the general principles set forth in the American Library Association’s *Code of Ethics, Library Bill of Rights, and Freedom to Read Statement*; to make decisions according to a formalist system of ethics; and to implement decisions according to innovative management and proven economic principles. As part of their annual performance plan, employees will develop a “self-learning agenda” which will serve to help them keep abreast of the skills they need to: 1) provide excellent public service; and 2) help further their own careers in a dynamic and ever-changing environment.

General Duties: Under the close supervision of a Senior, Associate, Assistant, or Technical staff member, a Clerk I performs the following types of intermediate level clerical duties: Bibliographic entry; collection maintenance; equipment operation and maintenance; building, grounds, and vehicle maintenance; directional service; and other tasks of an intermediate clerical nature as required by individual library divisions. Assignments in this position category are based upon general proficiencies such as filing, typing, collating, processing mail, etc. Success depends largely on the ability to learn, adapt, work effectively with others, and assume responsibility. Each employee must annually sign and successfully complete a results-oriented performance plan, (By-statements), based upon the specific job duties for their position and upon the individual employee's performance needs.

Performance Results: (Note: Any one position may not include all of the results listed, nor do the listed examples include all of the results which may be found in positions of this class. That is, employees/supervisors may add results, and/or some may be deleted if they do not apply)

Collection Management Upholds collection development procedures and benchmarks. Helps implement appropriate training opportunities for self and others. Helps implement guidelines for system weeding plans. Helps with procedures for maintaining bibliographic and customer data bases. Helps with efficient and effective materials selection, acquisitions, and cataloging. Helps collate and file materials according to standard classification schemes. Helps maintain order and appearance of library buildings and collections by identifying items in need of cleaning and repair; cleans and repairs library materials, as directed. Helps in moving, relocating, and setting up collections, as needed

Fiscal Management Upholds procedures to ensure that public funds are received, recorded, deposited, and secured in an acceptable and honest manner. Helps identify the division budget. Helps ensure fiscal accountability by participating in appropriate training opportunities. Helps with system fundraising activities.

Personnel Management Helps achieve and maintain a civil work environment. Upholds effective communication practices by modeling skills, such as active listening, basic courtesy, and a positive attitude and demeanor. Upholds Systems statements of priorities and goals and uses time effectively by motivating self and others to perform well and for the public’s benefit. Helps in training volunteers and other staff as requested and serves as a positive role model for fellow staff in completing work activities. Helps document and work performance of self and others. Helps in managing conflict appropriate by engaging in appropriate, flexible behaviors. Upholds processes for completion of time and service reports in an accurate manner and in accordance with established System guidelines. Helps in taking responsibility for personal development and on-going training. Upholds performance planning by helping to write By-statements and submitting timely Performance updates as scheduled.

Program Management Supports a programming plan which advances the mission, roles, goals, and guiding principles of the library system. Helps implement guidelines for tours, outreach activities, and library sponsored events. Helps with appropriate use and setup of meeting rooms and exhibit areas. Upholds procedures for scheduling library sponsored events.

Helps with, and participates in, library outreach activities.

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Property Management Supports System property management plans and guidelines. Upholds plans for monitoring use of buildings and grounds to ensure System policy is followed and public property is protected from vandalism and theft. Helps with the general cleaning and maintenance of library buildings and grounds. Helps ensure library materials storage areas are orderly, clean, and safe for use by staff and customers. Helps by reporting problems that may compromise the safety of staff or customers.

Public Service Management Upholds current system procedures in order to identify and solve problems, plan for change, and increase the quality of customer service. Helps with reader's advisory services. Helps with customer accounts management services. Helps implement a public relations plan to promote library programs and services. Attends customer service training and supports methodologies detailed to improve services. Supports the orderly and accurate housing of materials, making them easily accessible to users. Supports the provision of routine maintenance of library equipment to ensure functionality for users.

Technology Management Upholds plans that help the library keep pace with the changing information environment. Helps implement the maintenance program for library technology resources. Helps the public utilize computer and other technological resources. Upholds procedures for recording use of technology related services.

General Qualifications: The Materials Handling Clerk classification does not require formal academic training in library subjects, but a high school degree or the equivalent is preferred. Assignments in this category are based upon general, educational proficiencies such as reading, mathematics, the ability to complete simple written, correspondence, etc. Basic library terminology and routines are best learned on the job. Job assignments will vary within each division according to need, but each employee will be expected to have basic skills associated with either bibliographic maintenance (keyboard skills, etc.); collection maintenance (ability to file materials alphabetically and by Dewey Decimal and Cutter Number, etc.); equipment maintenance (ability to clean keyboards, replace printer cartridges and ribbons, troubleshoot basic software/hardware malfunctions, etc.); building, grounds, and vehicle maintenance (knowledge of cleaning supplies and equipment, ability to operate cleaning equipment, etc.); and general public information skills (answering the phone, shelving or retrieving materials, filed according to standard library classification schemes, ability to meet a diverse public, and answer directional questions, ability to help redirect in appropriate behaviors, etc.). Must be able to operate basic equipment found in the library divisions (computers and printers, microfilm machines, copy and scanning machines and FAX machines, etc.) And have a basic knowledge of specialized library software programs. Must be able to follow Board policy and Library Administrative plans and procedures, take initiative, work well with staff and the public, and accept responsibility for his/her own actions. OR An equivalent combination of education and experience.

Special Qualifications: Must be able to work rotating shifts (seven days a week), flexible hours (morning, afternoon, and evening), and holiday hours when the library is open. All Clerical staff will work a minimum of two evenings per week and will alternate weekend shifts with the other employees in their divisions. They will also work holiday hours of equal proportion to those of other employees in their division. Clerk staff are not exempt from the Fair Labor Standards Act. Under the guidelines of the law, they may be required to work extra hours to cover for those employees who may be on vacation, sick leave, etc.

Tools and Equipment Used: Including but not limited to: computers (networked and stand-alone), complete with various applications software; library collection (circulating, reference, on-line, etc.); telephone, FAX and scanning machine, microfilm and microfiche machines, reading machines for the blind; copy machines; projection, sound, and public presentation equipment, and satellite video distribution networks; vacuums, snow blowers, carpet cleaners, etc.

Physical Demands: While performing this job the employee is regularly required to lift up to twenty-five (25) pounds, and occasionally up to fifty (50) pounds. Must be able to remove library materials from shelves at a maximum height of seven (7) feet; use hands to finger, handle, feel, or to operate computer keyboards, tools, or controls; and reach with hands and arms. Must be able to operate small equipment, push and manipulate heavy carts loaded with library materials. Must be able to move about the area, talk clearly with customers and vendors, and hear customer responses. Must have excellent close vision and good distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Work Environment: While performing the duties of this job, the employee regularly works in a library public service environment, business office environment, in a library shop, or on library grounds.

Affirmative Action/Equal Employment Opportunity/Americans with Disabilities: It is the goal of the library to employ a diverse group of individuals who represent the richness of ideas and philosophies prevalent in a modern society. Every reasonable effort will be made to accommodate individuals with disabilities and to promote and foster pluralism in the work environment, while maintaining the cohesion needed to act as a single community of public employees dedicated to the mission of the library system.

CLOSES DECEMBER 16, 2016

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG & BACKGROUND TESTING REQUIRED